

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
NURSE CLINICAL INSTRUCTOR (GENERAL)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Education Support & Staff Development, Norwich, CT  
**Job Posting No:** 023315  
**Hours:** Monday through Friday (Flex for training needs, actual times TBD)  
**Salary:** \$2,197.97 Bi-Weekly  
**Closing Date:** September 23, 2013

**Examples of Duties:** In collaboration with interdisciplinary staff members participates in assessment of educational needs and requirements of staff and patients and/or clients by determining areas of deficiencies and considering government regulations; participates in development of curricula; conducts research to obtain most recent information about identified topic; delivers curricula to targeted groups including instruction in theory and provision of clinical experience; evaluates effectiveness of curricula through analyses of class participation, feedback and written tests; participates in workshops designed for career advancement of nursing staff; instructs staff of all levels in orientation and other programs; supervises learning experiences of staff in programs; acts as a role model to nursing and health care staff by demonstrating and teaching professional behaviors; participates in approved continuing education programs to enhance professional competence and shares this information with other staff members; prepares and submits reports as required; maintains records of those persons participating in educational programs; protects human and civil rights of patients and/or clients and staff.

Coordinates the medication re-certification process for the South Region Public sector (Norwich areas); conducts a review class prior to the re-certification exams; conducts tutoring for staff that needs additional help to pass the initial exam & a 1.5-hour review for each individual staff when there is a medication error; teaches the 23 hour Medication Administration Course as needed; coordinates the Hep B program (Norwich areas); teaches classes required by licensing; provides a minimum of 7.5 hours a month in the classroom teaching Infection Control, First Aid Review, Signs & Symptoms, Seizures, and Nutrition; conducts an Initial Medication Administration course at least every other month. Additional teaching may include CPR, Dysphasia. Related duties include participating in state-wide meetings, the monthly Regional Nursing meetings, curriculum development for health related topics, updating the Infection Control curriculum, consultant and resource to South Region nurses and employees as well as conducting training sessions for the private sector as directed by supervisor; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Special Qualification and Job Requirements**  
**Knowledge, Skills And Ability** Considerable knowledge of principles and practices of nursing in appropriate specialty serviced by agency; knowledge of teaching, counseling and evaluation principles and techniques; considerable interpersonal skills; oral and written communication skills; ability to develop curricula; ability to interview; ability to identify the potential of applicants for health careers.

**Experience & Training:** **General Experience:** Three (3) years' experience in hospital or institutional nursing as a registered professional nurse.  
**Special Experience:** One (1) year of the General Experience must have been at the level of Head Nurse.  
**Preferred Experience:** One (1) year experience in the clinical instruction of adults.

**Special Requirements:**

1. Incumbents must possess and retain in good standing a license as a registered professional nurse in Connecticut.
2. Incumbents must be or eligible to become an endorsed instructor for Medication Administration and an instructor for American Heart Association Basic Life Support.
3. Incumbents will be required to work a flexible schedule encompassing both 1<sup>st</sup> and 2<sup>nd</sup> shift hours to meet the training needs of the South Region.
4. Incumbents must possess and retain a valid driver's license. Incumbents will be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**

Department of Developmental Services — South Region  
104 South Turnpike Road, Wallingford, CT 06492  
Attn: Recruiter  
Phone: 203-294-5122 Fax: 860-920-3035

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.